Postsecondary Transition Plan – PTP
Frequently Asked Questions & Answers

1. **Why can't I find the student for whom I am searching?**
   The PTP student lists are generated by the Wisconsin Student Number (WSN). WSN is a unique, unduplicated student identification number assigned to each student enrolled in Wisconsin public schools. It is essential that the student's WSN is assigned to the correct district and school.

   1) Widen your search criteria. It is not required to enter information in all search criteria boxes available. For example, enter the first few letters of the last name and click search. If after widening your search criteria you are still unable to find the student:
   2) Notify the PTP director/designee in your district that you cannot find the student for whom you are searching. The director/designee will work with the Wisconsin Student Locator System (WSLS) Coordinator in your district to ensure the student's WSN is assigned to your district and school.

2. **How can a record created without a Wisconsin Student Number (WSN) be submitted to DPI?**
   In order to submit the record, the PTP director/designee must first complete a WSN match for all records created through the "Can't find the student I'm looking for" option. For directions on this process, see Director/Designee PowerPoint on the Indicator 13 webpage.

3. **Why does "Submit PTP" sometimes not appear on the PTP completion page?**
   If "Submit PTP" does not appear on the PTP completion page, the record was created without a Wisconsin Student Number (WSN). The PTP director/designee will need to complete the WSN match to enable "Submit PTP."

   If, in the *Locked PTPs Awaiting Submission Report*, the WSN number column shows "0", the record was created without a WSN (see below). Utilize the "Reports" tab to monitor this in your district.

Main Menu	Create PTP	Finish PTP	Revise PTP	Reports	Feedback	Exit

Locked PTPs Awaiting Submission

School	Student	WSN	Locked Date	Modified By
Memorial High	Sherman, Paul	0	9/19/2012	Dawson, Wendi
Memorial High	paelit, phgtooo	0	11/7/2012	Dawson, Wendi
McNeel Middle	dawson, Wendi	0	11/8/2012	Dawson, Wendi
Memorial High	aare, poygitrh	1642623473	11/15/2012	Dawson, Wendi

Download Report to Excel

4. *Can a locked PTP be revised?*
   Yes. The director/designee has the ability to unlock a PTP for revisions such as spelling errors. Content revisions are IEP team decisions, and must be completed through the "Revise PTP" feature.

5. *How does an IEP team update/revise a submitted record?*
   See training module "Revise PTP" on the Indicator 13 webpage.

6. **When a student's PTP is changed at an annual IEP team meeting, will a record of the student's previous PTP be maintained?**
   Yes, all submitted PTPs are maintained in the PTP database. DPI is in the process of developing a mechanism to access the historical log.

7. **Can multiple teachers working with the same student access the student's PTP?**

Yes. Any user given PTP access to the school the student is attending can access the PTP record.

8. **When a student's PTP record is changed, is there a log that shows by whom and when changes were made?**
   Yes, under "Finish PTP" there is a log of when/who created the PTP and when/who modified (or last entered) the PTP record. The reports also track when/who locked and submitted the PTP.

PTP ID	Student	Meeting Date	Last Step	Date Created	Created By	Date Modified	Modified By	Locked
1967	RHOUASQ, NIUO Y	8/19/2012	20	8/19/2012 9:36 PM	Dawson, Wendi	8/23/2012 9:33 PM	Dawson, Wendi	Y
1968	TION, GUORIH R	8/19/2012	14	8/19/2012 9:36 PM	Dawson, Wendi	8/24/2012 9:20 AM	Dawson, Wendi	N

9. **Can a course of study be uploaded or attached in Step 17 of the PTP?**
   This function is not available at this time. Classes must be entered via the methods provided within the PTP.

10. **When using the "CWCS" method for developing a course of study, what if a student's class is not contained in any of the course listings (e.g., earning credit through community activities like employment or volunteering)?**
    If you can't find a course or the student's course is not contained in any of the course listings, select "Miscellaneous" in the subject area drop down, then click "Search." At the secondary level, select either "General Studies Miscellaneous" or the appropriate "Miscellaneous" course(s) from the options available and enter the course title. At the elementary level, select the appropriate "Miscellaneous" course(s) from the options available and enter the course title.

11. **Can the CWCS course titles be edited?**
    No.

12. **Who is responsible for completing and submitting a student's PTP record when the student attends a nonresident LEA?**
    The district that completes ISES child count is the district to which the Wisconsin Student Number (WSN) is assigned and should complete and submit a student's PTP record.

13. **If a student with a disability attends a private school under the voucher program, is a private school required to use the PTP program?**
    It is the responsibility of the public school to which the student's Wisconsin Student Number (WSN) is assigned to complete and submit the student's PTP. See question 1 for more information.

14. **How will the PTP work at sites where there is no internet like a jail or alternative site?**
    The PTP worksheet available on the Indicator 13 webpage should be used to create a PTP <u>only</u> when the online PTP application is unavailable. Print and/or save a copy of this worksheet for future use. Information included on the worksheet is required to be entered into the online PTP application when the internet is available.

15. **Will a student's file be accessible to all district staff?**
    No. Only staff that has been granted PTP access rights to the student's school will have access to the PTP record. The district's PTP Application Administrator assigns these rights.

16. **Is there a way to get a hard copy of the drop down menus for each of the transition services areas (e.g., community living, employment)?**
    All information contained in the dropdown menus is included in both the PTP Worksheet and the PTP Manual. Both documents are available on the Indicator 13 webpage.

17. **When a PTP is completed twice in one year, will the record save the data as two separate records or will it change the data?**
The system will save all PTPs created for a student; however, data from the most currently submitted PTP will be used for Indicator 13 reporting.

18. **What reports are available in the PTP?**
Any user can view the following reports available in the PTP: PTP Records: Locked but not Submitted; PTP Records: Students with no Associated WSN; PTP Records: Submitted. Additional reports are in development. All reports can be downloaded into an excel spreadsheet.